

Iowa Public Information Board

*Status Report
February, 2013*

S.F. 430 (copy attached), the bill that established the Iowa Public Information Board (IPIB), requires the board to “prepare and transmit to the governor and to the general assembly, at least annually, reports describing complaints received, board proceedings, investigations, hearings conducted, decisions rendered, and other work performed by the board.” This report reviews the work performed by the board to date in accordance with the directives of S.F. 430.

The board

Governor Branstad appointed the board in July, 2012. Since then the board has met on a monthly basis performing a number of organizational activities necessary prior to being authorized to become operational July 1, 2013.

S.F. 430 states no more than three members of the nine-member board shall represent the media, and not more than three represent cities, counties or other local governments. The members serve staggered four-year terms, and the board must be balanced by political party and gender. The board appoints a chair from among its members. The board is an independent agency. The nine initial appointees are:

---**Robert Andeweg**, Urbandale (Republican) - Robert is an attorney with the Nyemaster Goode Law Firm in Des Moines. He has served on the Urbandale City Council and currently serves as that city’s Mayor.

---**Tony Gaughan**, West Des Moines (Republican) - Tony is an attorney who is an Assistant Professor of Law at Drake University in Des Moines.

---**Jo Martin**, Spirit Lake (Democrat) - Jo is a semi-retired vice president of Times-Citizen Communications in Iowa Falls, having worked for several other Iowa newspapers prior to that. She is a Past President of the Iowa Newspaper Association (INA) and the Iowa Newspaper Foundation (INF).

---**Andy McKean**, Anamosa (Republican) – Andy is an attorney who has served as a City Attorney (Morley, Martelle, and Mechanicsville), a County Supervisor (Jones County 2003-2011) and a State Legislator (State Representative 1979-1993 and State Senator 1993-2003).

---**Gary Mohr**, Bettendorf (Independent) - Gary is Executive Director, External Affairs for Eastern Iowa Community College in Davenport.

---**Bill Monroe**, Johnston (Republican) (chair) - Bill retired after 29 years as Executive Director of the Iowa Newspaper Association in 2009. Prior to that, he worked at several Iowa newspapers as an editor or publisher. In 2011, Governor Branstad named him to serve (in a volunteer capacity) as the Governor’s Transparency Advisor. He has served on the Executive Committee of the Iowa Freedom of Information Council.

---**Kathleen Richardson**, Des Moines (Democrat) - Kathleen is Director and Associate Professor at the Drake University School of Journalism and Mass Communication in Des Moines and has served as Executive Secretary of the Iowa Freedom of Information Council (IFOIC) since 2000. She has also served as a

coordinator for the Expanded Media Coverage (camera in the courtroom) program for the Supreme Court.

---**Suzan Stewart**, Sioux City (Republican) - Suzan is Senior Managing Attorney with MidAmerican Energy Company.

---**Peggy Weitzl**, Carroll (Democrat) - Peggy is the Treasurer of Carroll County.

Assisting the board

Three attorneys have been assisting the board:

---Larry Johnson serves as Deputy Legal Counsel for Governor Branstad. Part of his responsibilities in this role is fielding the requests for public records in the Governor's office. Larry is among those who meet regularly with the Governor, Lieutenant Governor, Chief of Staff, Chief Legal Counsel and Transparency Advisor to discuss transparency issues.

---Keith Luchtel is an attorney who retired December 31 from the Nyemaster Goode Law Firm after serving almost three decades as legislative representative for the Iowa Newspaper Association and the Iowa Broadcasters Association among others. He was intimately involved in every step of the six-year process that led to passage of S.F. 430, the bill that created the Iowa Public Information Board and serves "of counsel" to the board in a volunteer capacity.

---Deputy Attorney General Julie Pottorff has been assisting the board in writing its proposed administrative rules.

Transparency

It is the goal of the board to be the state's most transparent state agency. The current requirements of the state's Open Meetings Law states the board "...shall give notice of the time, date and place of each meeting, and its tentative agenda, in a manner reasonably calculated to apprise the public of that information. Reasonable notice shall include advising the news media who have filed a request for notice...and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose....at least 24 hours prior to the meeting..."

The IPIB sends notice out much earlier than 24 hours prior to all meetings and to many more people than only those from the media. To date, 51 people or agencies are being sent meeting notices.

In addition to distributing required tentative agendas the board also sends agenda exhibits and prior meeting minutes when notifying requestors about meetings. The board also posts its agendas on the board's website. The Iowa Newspaper Association also posts all meeting dates on its member calendar.

Current law has no requirements regarding the distribution of board minutes. IPIB minutes are posted on the board's website and sent to all who have requested meeting notice as well as to the Iowa Broadcasters Association and the Iowa Newspaper Association (INA). The INA also publishes the minutes in its member bulletin and posts them on its association website.

The board's vision

At its first meeting on July 19, 2012, the board outlined its vision for the agency it was setting out to define. The minutes of that meeting state the board said its operation should...

- be inexpensive
- be convenient
- provide a one-stop service
- provide uniformity of information and
- provide consistency of information.

Board proceedings

All IPIB meeting minutes are attached.

Resources and activities

The board members currently operate with no staff, no budget and no reimbursements of any kind. The fact that they have met seven times to date with 100 percent attendance at all meetings (except for one meeting when a board member drove three hours to Des Moines for a 2 p.m. meeting which actually was held at 10 a.m. that day) is an indication of their level of commitment to making the Iowa Public Information Board a success.

Board committees have been formed to focus on several organizational tasks including:

- Developing administrative rules and procedures;
- Creating a website;
- Writing a job description for an Executive Director and
- Creating a conflict of interest and ethics policy.

Board tasks completed or underway include...

---**Visiting agencies that come under Chapters 21 and 22.** One of the first things the board began doing in the summer of 2012 was proactively visiting with stakeholders affected by Chapters 21 and 22. A brief summary of each visit is attached to this report. To date, we have made 15 such visits with more visits planned. We have yet to encounter any agency that does not think the IPIB has the potential to be of service to its constituencies provided that it receives the budget appropriation necessary to fulfill the requirements set forth in S.F. 430.

---**Developing a budget.** Two meetings were held with the Department of Management prior to Governor Branstad including a line item for the board in the 2014-15 budget. The budget is intended to enable the IPIB to do all that is required in S.F. 430...but not a penny more. The board will be relying on advice and other assistance from the Attorney General's office, new working relationships with local government and media groups, and Sunshine Law training programs organized by media and local government groups in order to minimize budget needs.

Since the IPIB is a new agency, some of the budget items are one-time expenses.

The budget calls for three staff positions:

Executive Director The Executive Director will be an attorney with expertise on Iowa's Sunshine Laws who will oversee the operation, prosecute most contested cases and will report directly to the IPIB.

Deputy Director The Deputy Director will be an attorney with expertise on Iowa's Sunshine Laws who will serve as an investigator, prosecute some of the contested cases where the Executive Director has a conflict, coordinate all government, media and public training, help the Executive Director answer questions directed to the agency, facilitate informal mediation and assist the Executive Director with other duties.

Administrative Assistant The Administrative Assistant will receive all incoming calls, enter data into the IPIB case management system, update the IPIB website, handle all filing, assist in preparing correspondence and reports and assist the Executive Director with other duties.

---**Writing administrative rules and procedures.** As of this report, over 90 percent of this work has been done. Deputy Attorney General Julie Pottorff has ably assisted the board in this endeavor. All preliminary drafts of the rules have been treated as public records and have been sent to anyone requesting information about board agendas and meeting times. This transparent process has enabled the board to get input from all affected stakeholders prior to filing the rules.

---**Writing a job description for the Executive Director.** The job description written and approved by the board is attached to this report. The board is in the process of advertising to fill the position. All applications will be public records. A board committee will screen the applications and present a list of from three to five candidates to the full board for interviews. The plan is to have the Executive Director hired and ready to go to work on July 1, 2013 when funding of the board commences.

---**Writing an ethics and conflict of interest policy.** This was done as part of the approved administrative rules.

---**Creating a website.** Since the board operation will be thinly staffed, it's imperative that the board have a robust website. The board is working with Iowa Interactive to create the website. The website's project charter is attached to this report. In short, it will:

- List every formal and informal decision made by the board regarding Chapter 21 and 22 questions;
- Provide information on Iowa's Sunshine Laws;
- Enable users to request information or initiate the complaint procedure;
- View Sunshine Law training materials (videos, PowerPoint, handouts, etc.).

---**Developing a training program.** For the past decade or so, the Iowa League of Cities, the Iowa State Association of Counties, the Iowa Association of School Boards, the Iowa Newspaper Foundation, the Iowa Broadcasters Association and the Iowa Freedom of Information Council have worked together to present training opportunities for their constituents and the general public. The board sees no reason to duplicate this expense and effort. Instead, the board will work with these groups to expand and archive training activities beginning in the second half of 2013.

---**Establishing an information dissemination policy & process.** (To be completed by June, 2013.)

---**Establishing board goals and metrics to measure progress.** (To be completed by June, 2013.)

Board policies

The board has also adopted the following operating policies:

---**Relationships among board, staff and Executive Director**

The following board policy defines the relationships among board members, the executive director and the staff of the Iowa Public Information Board, subject to all pertinent state laws and personnel policies. The board, among other things, sets policy and hires an executive director to carry out the policies. The executive director, in turn, hires and oversees any staff members included in the

board's budget. If any board member has any concerns about any staff member, he or she should tell the executive director. If any board member has any concerns about the executive director, he or she should tell the board chair. If any staff member has any concerns about the operation of the board, he or she should address those concerns with the executive director.

---Prosecutorial duties of Executive Director, deputy director and Attorney General's staff

The following board policy defines the duties among the executive director, the deputy director and members of the staff of the Attorney General when it comes to prosecuting contested cases coming before the Iowa Public Information Board. Whenever possible, the executive director or the deputy director should prosecute any contested cases coming before the board. In any case where the executive director and the deputy director cannot serve as counsel to the board, the board should seek and rely upon the consultation and advice of the Attorney General's staff. The Attorney General's staff would defend the board in court if necessary.

Iowa Public Information Board Agency Visits

Attorney General's Office

The Iowa Public Information Board (IPIB) was offered advice from the Attorney General's office at any time. A concern of the AG's office and IPIB is that there needs to be one authoritative voice on Chapter 21 and 22 matters, which means the board and the AG's office need to work together.

IPIB was given permission to post the AG's Sunshine Advisories and AG opinions on the IPIB website and we were offered the AG's help in the board's training programs. The AG's office also volunteered to help write the board's administrative rules.

Iowa Association of School Boards (IASB)

This was one of our most supportive audiences:

- We were told that all calls from the public to IASB will be referred to IPIB after July 1.
- IASB wants to link to the IPIB website with a reciprocal link to their website on ours.
- IASB sent a memo to all members explaining that IPIB will be helpful and is not a "gotcha" agency.
- IASB will help to coordinate training of new superintendents and new business managers.

Iowa Association of Municipal Utilities

Another very positive meeting. This group's concerns included allowing access to e-mail addresses of customers who have given them to utilities. The group was happy to learn that the IPIB is not a "gotcha" agency and said it will pass along transparency questions to IPIB after July 1, 2013. The group also volunteered to help us develop FAQ's relative to utilities for the IPIB website.

Iowa Community College Trustees

We received a very warm reception from this group and were invited to hold a future board meeting in its new building near the Statehouse.

Iowa Council of School Board Attorneys

This was a very good visit with lots of discussion. The group was pleased that the IPIB is being organized along the lines of the Ethics and Campaign Disclosure Board.

There was a consensus that one of the top issues coming before the IPIB will be access to personnel files. They indicated they have no problem with releasing more of that type of information to the public but lack guidelines as to what can be released without triggering litigation.

They suggested the IPIB set rules for public records search fees.

They were open to our suggestion of working closely with the IPIB. We offered to notify school board attorneys whenever a complaint regarding their school district is received by the board.

Iowa County Attorneys' Association Civil Practice Committee

The committee was very supportive of the board's mission and invited us to come back at its April meeting. We discussed the attorney-client relationship between the IPIB Executive Director and board members and the confidentiality of subpoenaed records the county believes are confidential even though they may not be confidential in the opinion of the board.

We offered to notify county attorneys whenever a complaint regarding county government in their county is received by the board.

They seemed pleased to know that we want to develop a close working relationship with county attorneys...a win-win for them and us. After the visit, we received this message:

"Thank you for attending our meeting of Iowa County Attorneys' Association Civil Practice Committee on Friday. Your Board certainly has an important and, especially with the limited resources you have received, herculean task ahead of it. I appreciate your candor and professionalism in talking about the Board and listening to our questions and concerns. As someone who deals quite frequently with open records/open meetings issues, I would appreciate it if you would add me to your list of folks receiving minutes and other materials sent to the Board. I also want to let you know that if there is anything I can do to assist the Board in its mission I hope you will not hesitate to ask it. Best of luck.

Andrew B. Chappell

Assistant County Attorney

Johnson County Attorney's Office"

Iowa Freedom of Information Council

A panel of IPIB members was part of the program of the IFOIC's annual meeting. We updated the IFOIC on our organizational progress and answered questions.

Iowa League of Cities

Another very positive meeting. We were asked to include all draft language of administrative rules attached to IPIB minutes to allow stakeholders to monitor the rules drafting process. We agreed to do so.

We were told that training should be an emphasis. We agreed. We are also told that it is critical to select the right person for Executive Director...someone with at least five years of

experience and someone familiar with the issues before the board. Those qualifications were subsequently included in the Executive Director job description approved by the board.

We were also asked to have the Executive Director communicate with all stakeholders in a monthly newsletter or report. That suggestion was also included in the job description the board later approved.

Iowa Newspaper Association

We were the lunch program for a joint meeting of the boards of the INA, the Iowa Newspaper Foundation and the INA Services Company. We updated the organization on our organizational progress and answered questions.

Iowa Municipal Attorneys Association

Another very positive meeting with this group. We emphasized that the IPIB is not a “gotcha” agency and that we want to work with city, county and school attorneys. We offered to notify city attorneys whenever a complaint regarding city government in their city is received by the board.

Iowa Citizens’ Aide / Ombudsman Office

This was a most productive and informative meeting since the Ombudsman’s office had been receiving about 350 calls a year on Chapter 21 and 22 issues. They generously offered to give IPIB the working product of a website on Iowa’s Sunshine Laws they had been developing. As of July 1, they will also direct any Chapter 21 or 22 questions to the IPIB.

Other topics discussed:

---They recommended that we consult with State Auditor as many issues lead to audit questions.

---They reviewed the Chapter 21 and 22 training they do now and offered to assist the IPIB in training.

---They told us about issues with county assessor records fees and a model policy their association is developing.

Iowa State Association of Counties

This was a very productive discussion of what the board’s mission really is. We reassured those at this meeting that the IPIB will apply common sense in all that it does.

The main concern we heard was whether enough resources would be appropriated to enable the board and staff to do its job effectively. ISAC hopes its members will be able to use IPIB as a resource, so it’s critical that IPIB has adequate resources.

Iowa Utility Board

Another warm reception and another invitation to hold future board meetings in its new building. We learned of this board’s efforts to balance the needs of consumers with the needs

of the utility providers when it comes to confidential information and that terrorism is a big concern of this agency.

IASB School Administrators and Transparency Class

Board chair Bill Monroe and attorney Keith Luchtel spoke to a luncheon crowd of 250 school administrators about the mission of the IPIB. The reaction was very positive. Then Monroe and IPIB member Kathleen Richardson participated in a Transparency Class for administrators.

Metro Media Council

This Des Moines area organization of media, law enforcement, fire and medical examiner members was pleased to learn about the IPIB. They suggested IPIB training should be made available in 15-minute segments focusing on a precise topic for use at department meetings. We agreed and requested a list of training topics.

Title:

Iowa Public Information Board Executive Director

Qualifications:

---The Executive Director **must**...

...Be an attorney with at least five years experience admitted to practice law in the courts of this state in order to execute the board's authority and to have the ability to prosecute respondents in proceedings before the board and to represent the board in proceedings before a court.

... Have excellent inter-personal communication skills including writing, speaking, phone and computer skills.

...Have the ability to create budgets and financial reports for the board.

---The Executive Director **should** possess one or more of the following qualifications:

...Understand the legislative process;

...Have experience with or knowledge of entities representing government bodies impacted by Chapters 21 and/or 22;

...Have government experience;

...Have teaching or practical experience involving Chapter 21 and 22;

...Have an intimate knowledge of Chapters 21 and 22 of the Iowa Code;

...Have administrative hearing experience;

...Have litigation skills.

Duties:

In consultation with the Board, the Executive Director shall...

---Oversee the adoption of rules pursuant to chapter 17A calculated to implement, enforce, and interpret the requirements of chapters 21 and 22 and to implement any authority delegated to the board by this chapter.

---Issue, consistent with the requirements of section 17A.9, declaratory orders with the force of law determining the applicability of chapter 21 or 22 to specified fact situations and issue informal advice to any person concerning the applicability of chapters 21 and 22.

---Receive complaints alleging violations of chapter 21 or 22, seek resolution of such complaints through informal assistance or through mediation and settlement, formally investigate such complaints, decide after such an investigation whether there is probable cause to believe a violation of chapter 21 or 22 has occurred, and if probable cause has been found prosecute the respondent before the board in a contested case proceeding conducted according to the provisions of chapter 17A.

---Request and receive from a governmental body assistance and information as necessary in the performance of the board's duties.

---Examine a record of a government body that is the subject matter of a complaint, including any record that is confidential by law. Confidential records provided to the board by a government body shall continue to maintain their confidential status. The Executive Director and any board member or employee of the board is subject to the same policies and penalties regarding the confidentiality of the document as an employee of the government body.

---Issue subpoenas enforceable in court for the purpose of investigating complaints and to facilitate the prosecution and conduct of contested cases before the board.

---Oversee the issuing of orders with the force of law, determining whether there has been a violation of chapter 21 or 22, requiring compliance with specified provisions of those chapters, imposing civil penalties equivalent to and to the same extent as those provided for in section 21.6 or 22.10, as applicable, on a respondent who has been found in violation of chapter 21 or 22, and imposing any other appropriate remedies calculated to declare, terminate, or remediate any violation of those chapters.

---Represent the board or appoint a designee to represent the board in judicial proceedings to enforce or defend the board's orders and rules through attorneys on its own staff, through the office of the attorney general, or through other attorneys retained by the board, at its option.

---Oversee the development and implementation of training opportunities for lawful custodians, governmental bodies and other persons subject to the requirements of chapters 21 and 22 and require, at the board's discretion, appropriate persons who have responsibilities in relation to chapters 21 and 22 to receive periodic training approved by the board.

---Oversee dissemination of information calculated to inform members of the public about the public's right to access government information in this state including procedures to facilitate this access and including information relating to the obligations of governmental bodies under chapter 21 and lawful custodians under chapter 22 and other laws dealing with this subject.

---Prepare and transmit to the governor and to the general assembly, at least annually, reports describing complaints received, board proceedings, investigations, hearings conducted, decisions rendered, and other work performed by the board.

---Make recommendations to the governor and the general assembly proposing legislation relating to public access to government information deemed desirable by the board in light of the policy of this state to provide as much public access as possible to government information as is consistent with the public interest.

---Hire and manage staff.

---Create job descriptions for all employees.

---Perform other duties as assigned by the board.



PUBLIC INFORMATION BOARD WEBSITE PROJECT CHARTER

Approvals

This Charter accurately reflects the project as it is understood at the time of signing. Change Requests will be used to modify the information in this Charter if needs change.

Board Project Sponsor

Signature

Date

Bill Monroe

Iowa Interactive General Manager

Signature

Date

Tracy Smith

Review

DAS-ITE

Signature

Date

Matthew Behrens

Document Modification

Revisions made after the sponsors have signed this document must be supported by a Change Request.

	Name	Change Reason	Date
Author:	Joel Jernstad	Initial Draft	12/27/12
Revised by:			
Revised by:			

Table of Contents

1	Introduction.....	3
2	General.....	3
	2.1. Project Name.....	3
	2.2. Project Goals and Objectives	3
	2.3. Constraints	4
	2.4. Special Project Needs	4
	2.5. Assumptions.....	4
	2.6. Related Initiatives	4
	2.7. Risks	5
	2.8. Benefits	5
3	Scope	5
	3.1. Project Scope	5
	3.2. Out of Scope	5
	3.3. Organizational Scope	5
	3.4. Technical Scope.....	6
4	Project Organization	6
	4.1. Agreements	6
	4.2. Management Roles	7
	4.3. Project Team Roles.....	7
	4.4. Stakeholders	10
5	Planned Project Approach	10
6	Deliverables.....	11
7	Change Requests.....	11

8	Project Communication	12
8.1.	Status Reporting.....	12
8.2.	Project Meetings.....	12
8.3.	Escalation.....	12
9	Test, Acceptance and Deployment of Project.....	13
10	Training	13
11	Marketing.....	14
12	After-Deployment Support	14
12.1.	Customer Support	14
12.2.	Application Support	14
12.3.	Infrastructure Support.....	14
12.4.	Application/Web site Maintenance	14

1 INTRODUCTION

The Public Information Board is newly formed and members wish to create a Web site to communicate with the public and act as a resource regarding public information requests.

2 GENERAL

2.1. PROJECT NAME

Public Information Board Web site

2.2. PROJECT GOALS AND OBJECTIVES

Goals of this project include:

- Providing information regarding Chapters 21 and 22 of the Iowa Code
- Enabling stakeholders to contact the Board with questions or complaints
- Providing a location for online training

2.3. CONSTRAINTS

- The Web site templates will be built to comply with the accessibility standards in Section 508 of the United States Federal Rehabilitation Act.
- Iowa Interactive (II) will only use existing Drupal extensions that can pass testing and security scans.
- II has built a standard Drupal theme that is fully compliant with the State of Iowa's Web Design Standards. As a result, certain features may not have the ability to be altered.

2.4. SPECIAL PROJECT NEEDS

None known at this time.

2.5. ASSUMPTIONS

- Drupal functionality or existing approved Drupal extensions include the necessary functions to add the features requested by the Board.
- Resources will be available at the time specified in the project schedule.
- Board Project Manager will review and approve documents and the Application/Web site within the timeline agreed to in the project schedule.
- Board Project Manager will review and provide feedback on the deliverables within the timeline agreed to in the project schedule.
- Only those individuals listed in this Project Charter will have Board decision-making input to the project. (If there are multiple decision-makers, this will increase the analysis, design, review, etc. and additional time will be required.)
- The Board Project Manager will provide the required content and/or data for the Application/Web site within the agreed upon timeframe outlined in the project plan.
- The Board will have a Board Project Sponsor who supports the project and will ensure funding is provided for infrastructure expenses.

2.6. RELATED INITIATIVES

None

2.7. RISKS

Risk	Possible Solution
It may be required to perform research to provide the features requested for this Web site. This may take additional time and push back the launch date for the Web site.	It will suggest alternatives if it is not able to identify a Drupal module that will provide the feature.

2.8. BENEFITS

- There is no cost for development and project management to the Board.
- The Board will have access to make content updates directly in the Content Management System.
- There is no additional cost to the Board for support or maintenance of the Application/Web site.

3 SCOPE

3.1. PROJECT SCOPE

The project scope will include:

- A dynamic Web site built in the Drupal Content Management System
- Features as outlined in the Functional Requirements document
- Responsive design for mobile device viewing
- Search functionality
- Google Analytics for tracking Web site traffic and usage

3.2. OUT OF SCOPE

The following items are out of scope for this project.

- The only dynamic element will be the content management tool. Any separate dynamic data-driven applications are out of scope.
- Any other items not included in the Project Charter or Functional Requirements documents

3.3. ORGANIZATIONAL SCOPE

Organizations involved in this project include II and the Iowa Public Information Board.

3.4. TECHNICAL SCOPE

The Web site will be hosted by II and will be built using state standard Drupal Content Management System.

4 PROJECT ORGANIZATION

4.1. AGREEMENTS

The Board Project Manager agrees to:

- Serve as primary contact for communications related to the Application/Web site.
- Provide business expertise as needed throughout the project.
- Assist in the creation of the project charter, requirements, project plan, design, acceptance test plan, and acceptance test/Application/Web site prior to going to the next step in the project.
- Assign individuals to receive training to add and maintain the content on the Web site.
- Coordinate Board resources to add all final content to the Web site, review the content and prepare it for launch.
- Assign individuals to each customer role and confirm individuals meet responsibilities as defined in this Charter.

Iowa Interactive agrees to:

- Assist in preparing the project charter.
- Prepare requirements, design, acceptance test plan, project plan, Application/Web site and other deliverables as described in this Charter.
- Prepare the Application/Web site to meet the business objective described in this Charter and the needs described in the requirements and design documents.
- Test the Application/Web site for functionality and fix errors prior to delivering the Application/Web site.

4.2. MANAGEMENT ROLES

Role	Responsibilities
Board Project Sponsor	<ul style="list-style-type: none">• Approve project expenditures.• Appoint and support the Board Project Manager.
Bill Monroe	<ul style="list-style-type: none">• Has ultimate authority at the departmental level of the project.• Approve and sign Project Charter agreement.• Approve and sign the Web site Acceptance.• Approve and sign any Project Change Requests.• Provide assistance for resolving issues that are outside the scope of authority for project team members.• Cover all costs for services provided by ITE associated with this project.
Iowa Interactive General Manager	<ul style="list-style-type: none">• Allocate resources to support the Web site.• Appoint and support the Iowa Interactive Project Manager.
Tracy Smith	<ul style="list-style-type: none">• Ultimate authority over the Vendor operations.• Approve and sign Project Charter agreement.• Provide assistance for resolving issues that are outside the scope of authority for project team members.

4.3. PROJECT TEAM ROLES

Role	Responsibilities
Board Project Manager	<ul style="list-style-type: none">• Serve as the Board's single point of contact for the project.• Assist in preparing the Project Charter, in conjunction with other Board subject matter experts and Iowa Interactive.
Bill Monroe	<ul style="list-style-type: none">• Review Project Charter with Board Project Sponsor for approval.• Coordinate assistance from Board personnel.• Provide information as needed in a timely manner to Iowa Interactive.

- Review and give approval of project documents; communicate approval to Board Project Sponsor.
- Review and get approval of Application/Web site Acceptance from Board Project Sponsor.
- Work with the appropriate Board personnel to identify and come to consensus on business needs.
- Provide business requirements, business rules, use case scenarios, report layouts, site statistics, mock ups or other additional information necessary to complete the project.
- Manage Change Control.
- Prepare potential solutions and recommendations after input from the Board Project Team.
- Plan and facilitate meetings as needed.
- Submit all applicable requests and documentation for any services need from ITE.
- Complete and submit Project Change Request form for any functional requests that fall outside the agreed upon scope of the project.
- Coordinate training the Board staff to add the content to the Web site template.
- Coordinate adding the content to the Web site template.
- Facilitate and participate in Board testing of Application/Web site.
- Coordinate all communication and deliverables and manage the relationship with any other vendor who would be a part of this project.
- Provide appropriate billing code(s) for any services provided by ITE.

Iowa Interactive Project Manager

Joel Jernstad

- Serve as the Iowa Interactive single point of contact for the project.
- Facilitate the preparation of the Project Charter in conjunction with the Board Project Manager.
- Review Project Charter with Iowa Interactive General Manager for approval.
- Provide project management, planning, tracking, and reporting.
- Provide information as needed in a timely manner to the Board.
- Prepare and attain Board approval of project documents; communicate approval to Iowa Interactive General Manager.
- Manage Change Control.
- Incorporate Board's business requirements, business rules, use case scenarios, report layouts, site statistics, mock ups or other additional information in the functional specifications, functional requirements, prototypes and the final project.
- Communicate project status as agreed within the Project Charter.
- Ensure Board Project Manager sign-off on project deliverables, including screen designs, prototypes, functional requirements, report layouts, project plan, project timeline, and testing plan.
- Resolve project issues; escalate issues that are not able to be solved at the Board Project Manager level per the Project Charter.
- Facilitate and document project meetings.
- Oversee quality of the project deliverables.
- Address any Project Change Requests.
- Develop and coordinate acceptance testing.
- Work with the Board Project Manager to coordinate Drupal training of Board staff.

Board Project Team /
Subject Matter Expert

TBD

- Provide business expertise for the project through Board Project Manager.
- Review and provide feedback on the business requirements, business rules, use cases, screen designs, report layouts, training material, and test data, as needed by the project team through the Board Project Manager.
- Assist with Application/Web site Testing as needed.

Note: II will assign resources to tasks as needed throughout the project. These are not identified in this document.

4.4. STAKEHOLDERS

Stakeholders for this project include:

- Public Information Board
- Iowa Interactive
- Public employees wishing to obtain training materials regarding public information
- Members of the media and public wishing to obtain information or assistance regarding public information requests

5 PROJECT PLAN

The following is the planned project approach for this dynamic site:

<u>TASK</u>	<u>PARTICIPANT(S)</u>
Complete and approve Project Charter	Board and Iowa Interactive
Complete Statement of Work	Iowa Interactive
Logo design questionnaire completed	Board
Create a preliminary project schedule with tasks for II and the Board	Iowa Interactive
Provide up to three iterations of a logo design	Iowa Interactive
Acceptance of logo design	Board
Define the primary navigation menu. Organize the content for the website.	Board
Define features and functional requirements.	Board and Iowa Interactive
Provide up to three iterations of the site /application	Iowa Interactive

design prototype	
Acceptance of site design	Board
Create project schedule which includes deliverables, responsibilities and timeline	Board and Iowa Interactive
Accept project schedule	Board and Iowa Interactive
Build the website templates	Iowa Interactive
Provide website template in the test environment	Iowa Interactive
Provide training and support for the content management tool, Drupal	Iowa Interactive
Sign off on website template	Board
Add the remaining content to the website in the test environment.	Board
Review the site, test the features and schedule the launch	Board
Website launch	Iowa Interactive

6 DELIVERABLES

The following deliverables will be a part of this project:

- Project Charter
- Statement of work
- Functional Requirements
- Project Schedule
- The Web site/Application

7 CHANGE REQUESTS

All changes to scope and deliverables not provided for in this Project Charter or Functional Requirements will require a Project Change Request. Project Change Requests will be evaluated to determine the project impact. The Board Project Sponsor and the II General Manager must approve the change. The Board Project Sponsor will receive copies of all change requests.

8 PROJECT COMMUNICATION

8.1. STATUS REPORTING

A status report will be prepared every two weeks by the II Project Manager and delivered via email to the attention of the Board Project Sponsor. The status report will contain:

- Whether the project is on schedule
- A list of major accomplishments or milestones reached during the two weeks
- A list of primary objectives for the next two weeks
- A list of major issues which need attention

8.2. PROJECT MEETINGS

Project meetings are a critical component of any successful project. Knowing that the scope and complexity varies with each project, project meetings will be scheduled accordingly. Project meetings will consist of the following:

- Review current status of project using the project plan
- Discuss current deliverables due for the meeting
- Address any issues that need attention
- Identify next set of deliverables

Every attempt will be made to keep project meetings limited to one hour unless previously agreed upon by all parties.

8.3. ESCALATION

If an issue is not able to be resolved at the project level between the Board Project Manager and the II Project Manager, the issue will be escalated to the Board Project Sponsor for resolution with the II General Manager. If the issue is still not resolved, it will be referred to the IOWAccess Manager who administers the II contract.

Contact information:

Board Project Manager:

Name: Bill Monroe

Phone: 515-253-0315

Email: isubill@mchsi.com

Iowa Interactive Project Manager:

Name: Joel Jernstad

Phone: 515-323-3468 Ext. 111

Email: jjernstad@iowai.org

Board Project Sponsor:

Name: Bill Monroe

Phone: 515-253-0315

Email: isubill@mchsi.com

Iowa Interactive General Manager:

Name: Tracy Smith

Phone: 515-323-3468 ext. 12

Email: tracy@iowai.org

IOWAccess Manager:

Name: Debbie O'leary

Phone: 515-281-8384

Email: debbie.oleary@iowa.gov

9 TEST, ACCEPTANCE AND DEPLOYMENT OF PROJECT

The Board defines Acceptance Criteria. Iowa Interactive, in conjunction with the customer, will create an Acceptance Test Plan that incorporates the Board's Acceptance Criteria. The Board Project Sponsor and General Manager will approve the Acceptance Test Plan. When the Application/Web site template is ready, both Iowa Interactive and the Board will test the Application/Web site template using the Acceptance Test Plan. When the Application/Web site performs as defined in the Acceptance Criteria, the Application/Web site template will be deemed ready for content to be loaded, and Board Project Sponsor will sign acceptance.

10 TRAINING

It will utilize a "train the trainer" approach with representatives from the Board. Those representatives will then be responsible for training the rest of the Board staff.

11 MARKETING

II will work with the Board to ensure proper placement of the link to the Application/Web site is provided through Iowa.gov. II will work with the Board to create and distribute press releases related to this project.

12 AFTER-DEPLOYMENT SUPPORT

12.1. CUSTOMER SUPPORT

The Board will be the first line of contact when users need customer support. When a Board staff member is unable to assist the matter can be forwarded to Iowa Interactive Customer Support. The contact is 515-323-3468 ext. 0 or email at helpcenter@iowai.org.

12.2. APPLICATION SUPPORT

When the Board is experiencing technical difficulty with the Application/Web site they are to contact Iowa Interactive Customer Support. The contact is 515-323-3468 ext. 0 or email at helpcenter@iowai.org.

12.3. INFRASTRUCTURE SUPPORT

Iowa Interactive will provide infrastructure support while hosting services are provided by II. When the Board is experiencing technical difficulty with the Application/Web site they are to contact Iowa Interactive Customer Support. The contact is 515-323-3468 ext. 0 or email at helpcenter@iowai.org.

12.4. APPLICATION/WEB SITE MAINTENANCE

The Board will be responsible for making all content-related maintenance changes to the Web site.

Iowa Public Information Board Minutes

IOWA PUBLIC INFORMATION BOARD
July 19, 2012
MINUTES

The Board met at 1 p.m. in the Governor's Conference Room with the following members present: Robert Andeweg, Urbandale; Anthony Gaughan, West Des Moines; Jo Martin, Spirit Lake; Andrew McKean, Anamosa; Gary Mohr, Bettendorf; Bill Monroe, Johnston; Kathleen Richardson, Des Moines; Suzan Stewart, Sioux City and Peggy Weitzl, Carroll. Others present included Gov. Terry Branstad, the Governor's Deputy Legal Counsel Larry Johnson and Keith Luchtel, serving "of counsel" to the Board. At the Governor's request, Monroe served as acting chair at the beginning of the meeting.

The Governor welcomed Board members and reviewed the Board's charge.

Votes Taken

- 1) On a motion by Martin, seconded by Stewart, the agenda was unanimously approved.
- 2) On a motion by Martin, seconded by Mohr, Bill Monroe was named Board Chair by a vote of 8-0.

Action Agreed Upon

- 1) The following Board committees were named:
 - Rules and Procedures (Johnson, Monroe Andeweg and Luchtel.)
 - Ethics and Conflict of Interest Policies (Stewart, Johnson, Monroe and Luchtel)
 - Executive Director Job Description (Mohr, Johnson and Monroe)
 - FY 2014 budget (Martin, Johnson, Monroe and Luchtel)
 - January 2013 Legislative/Governor Report (Martin, McKean, Monroe and Richardson)
- 2) The following Board members were named to establish relationships with the Board's key constituencies:
 - Attorney General's Office (Johnson, Monroe and Luchtel)
 - Ombudsman's Office (Johnson, Monroe and Luchtel)
 - Iowa League of Cities (Andeweg, Monroe and Luchtel)
 - Iowa School Board Association (Richardson, Monroe and Luchtel)
 - Iowa State Association of Counties (Weitzl, Monroe and Luchtel)
 - Board of Regents and Regents' Institutions (Monroe and Luchtel)
 - Iowa Newspaper Association (Martin, Monroe and Luchtel)

- Iowa Broadcasters Association (Richardson, Monroe and Luchtel)
- Iowa Association of Community College Trustees (Mohr and Monroe)
- City and county attorneys (McKean, Monroe, Johnson and Luchtel)
- Iowa Freedom of Information Council (Richardson, Monroe and Luchtel)

3) The Board agreed to meet again in August at a time and place to be determined.

Other Items Discussed

- 1) The Board reviewed a number of housekeeping matters including:
 - A review of Board terms
 - Taking an oath of Office
 - A Secretary of State questionnaire
 - Appointment of temporary staff
- 2) Luchtel led the Board through an orientation session reviewing Senate File 430, the bill that created the Board. Topics covered included:
 - Purpose of Board
 - Appointment, compensation and expenses
 - Board powers and duties
 - Jurisdiction of Board and dispute resolution options
 - Education and training functions
 - Start-up and transition provisions
 - Effective dates
 - Staffing provisions
 - Initial responsibilities of Board...
 - Develop governing rules and procedures
 - Develop ethics and conflicts of interest provisions
 - Develop job description for executive director
 - Develop Board goals and metrics
 - Develop budget request for FY 2014
 - Develop report to Governor and Legislature covering above
- 3) The Board discussed establishment of a public presence including:
 - Compliance with open meetings and records requirements
 - Establishing a process for posting notice of meetings for press, government and public meeting requests (including the board's key constituencies).
- 4) The board discussed its vision of the way it should operate and agreed that the process should:
 - be inexpensive

- be convenient
- Provide a one-stop service
- Provide uniformity of information
- Provide consistency of information

The meeting was adjourned at 2:55 p.m.

Respectfully submitted
Bill Monroe

IOWA PUBLIC INFORMATION BOARD
August 21, 2012
MINUTES

The Board met at 1 p.m. in the Governor's Conference Room with the following members present: Robert Andeweg, Urbandale; Anthony Gaughan, West Des Moines; Jo Martin, Spirit Lake; Andrew McKean, Anamosa (via telephone); Gary Mohr, Bettendorf; Bill Monroe, Johnston; Kathleen Richardson, Des Moines; Suzan Stewart, Sioux City (via telephone) and Peggy Weitz, Carroll. Others present included Larry Johnson, Deputy Legal Counsel to the Governor and Keith Luchtel, serving "of counsel" to the Board.

Votes Taken

- 1) On a motion by Martin seconded by Andeweg, the agenda was approved.
- 2) On a motion by Andeweg, seconded by Mohr, the minutes of the July 19 meeting were approved
- 3) On a motion by Martin, seconded by Mohr, board chairman Monroe was instructed to send a letter to the State Ombudsman's office requesting that office to give the board its public information website work product which will be incorporated into the board's website.

Action Agreed Upon

- 1) The board set September 19 at 10 a.m. in the Governor's Conference Room as the time and place of its next meeting.
- 2) The board set dates for visits to several state agencies to discuss the work of the board as follows:
 - Iowa Freedom of Information Council, October 12;
 - Iowa Association of Community College Trustees, December 7;
 - Iowa League of Cities, September 10 or 13;
 - Iowa School Board Association, September 14 or 24;
 - Iowa State Association of Counties, September 6 or 7.
- 3) The board discussed timelines for board committee meetings as follows:
 - Ethics and Conflict of Interest Policies Committee to meet after administrative rules have been drafted;
 - Executive Director Job Description Committee to meet once data from other states has been received;
 - FY 2014 Budget Committee to meet after Monroe and Luchtel have met with the State Department of Management.

Other Items Discussed

- 1) Monroe discussed the board's meeting notice and minutes procedures going forward. Both exceed the current requirements of the state's Open Meetings Law, which states the board "...shall give notice of the time, date and place of each meeting, and its tentative agenda, in a manner reasonably calculated

to apprise the public of that information. Reasonable notice shall include advising the news media who have filed a request for notice...and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose....at least 24 hours prior to the meeting..."

The board will send notice out much earlier than 24 hours prior to all meetings and to many more people than only those from the media. To date, 27 people or agencies are being sent meeting notices in addition to members of the media.

In addition to distributing required tentative agendas the board will also send agenda exhibits and prior meeting minutes when notifying requestors about meetings. The board will also post agendas on the board's website.

Current law has no requirements regarding the distribution of board minutes. Board minutes will be posted on the board's website and sent to all who have requested meeting notice as well as the Iowa Broadcasters Association and the Iowa Newspaper Association. The INA will also publish the minutes in its member bulletin and post them on its association website.

- 2) The board heard a report from Luchtel on the work of the Rules and Procedures Committee and an explanation from Johnson of the state's administrative rules process.
- 3) Monroe and Luchtel reported on their meetings with representatives from the offices of the Attorney General and State Ombudsman.
- 4) As part of the development of board rules and procedures, Luchtel led a discussion on how the board would operate once an executive director is hired. At future meetings the board will discuss portions of its proposed administrative rules dealing with how the board will operate.

On a motion by Mohr, seconded by Weitzl, the meeting was adjourned at 2:50 p.m.

Respectfully submitted
Bill Monroe
Board chairman

IOWA PUBLIC INFORMATION BOARD
September 19, 2012
MINUTES

The Board met at 10 a.m. in the Governor's Conference Room with the following members present: Robert Andeweg, Urbandale (via telephone); Anthony Gaughan, West Des Moines; Andrew McKean, Anamosa; Gary Mohr, Bettendorf; Bill Monroe, Johnston; Kathleen Richardson, Des Moines; Suzan Stewart, Sioux City (via telephone) and Peggy Weitzl, Carroll. Others present included Larry Johnson, Deputy Legal Counsel to the Governor and Keith Luchtel, serving "of counsel" to the Board.

Votes Taken

- 1) On a motion by Mohr seconded by Weitzl, the agenda was approved.
- 2) On a motion by Mohr, seconded by Gaughan, the minutes of the August 21 meeting were approved.

Action Agreed Upon

- 1) The board set October 12 at noon in the State Historical Building (in conjunction with the Iowa Freedom of Information Council's annual meeting) as the time and place of its next meeting followed by a meeting to be held in the Governor's Conference room at 10 a.m. on October 16.
- 2) The following timelines for committee work were reviewed and confirmed:
 - Ethics and Conflict of Interest Policies Committee will meet as part of administrative rules drafting process (Stewart, Johnson, Monroe and Luchtel)
 - Executive Director Job Description Committee will meet once more data from other states has been collected (Mohr, Johnson and Monroe)
 - FY 2014 Budget Committee will meet after Monroe and Luchtel have met with State Department of Management (Martin, Johnson, Monroe and Luchtel)
 - January 2013 Legislative/Governor Report Committee to meet later in the year (Martin, McKean, Monroe and Richardson)
- 3) The board set dates for visits to several state agencies to discuss the work of the board as follows:
 - Iowa Association of Municipal Utilities **October 3**
 - Iowa Freedom of Information Council **October 12**
 - Iowa Newspaper Association (Martin, Monroe and Luchtel) Set up in **October**
 - Iowa Broadcasters Association (Richardson, Monroe and Luchtel) Set up in **October**
 - City, school and county attorneys (McKean, Monroe, Johnson and Luchtel)
 - City: League to set up
 - School: **November 2**
 - County: Monroe to request meeting
 - Metro Media Council (**November 15**, Monroe and Luchtel)

---Iowa Association of Community College Trustees (**December 7** Mohr and Monroe)

---Iowa Hospital Association (Stewart, Monroe and Luchtel) **TBD**

---Board of Regents and Regents' Institutions (Monroe and Luchtel)
TBD

Other Items Discussed

- 1) The board invited and heard general comments from the public.
- 2) The board heard a report from Luchtel on the work of the Rules and Procedures Committee and discussed Chapters 1-4 of the proposed rules.
- 3) Monroe and Luchtel reported on their meetings with representatives from the offices of the Iowa State Association of Counties, The Iowa League of Cities and the Iowa Association of School Boards.
- 4) Monroe said the board would be as transparent as possible developing its administrative rules. He emphasized that today's work product is a very early version of what will eventually become proposed rules.
- 5) The board discussed a very rough draft of Chapters 1-4 of its proposed administrative rules. Luchtel, Johnson and Deputy Attorney General Julie Pottorff will meet to refine the draft. Any changes to the draft suggested by the three attorneys will be noted along with a list of decisions the board must make regarding the first four rules chapters.

On a motion by Weitzl, seconded by Gaughan, the meeting was adjourned at 11:45 a.m.

Respectfully submitted
Bill Monroe
Board chairman

IOWA PUBLIC INFORMATION BOARD
October 16, 2012
MINUTES

The Board met at 10 a.m. in the Robert D. Ray Conference Room at the Iowa Statehouse with the following members present: Robert Andeweg, Urbandale (via telephone); Anthony Gaughan, West Des Moines; Andrew McKean, Anamosa; Gary Mohr, Bettendorf; Bill Monroe, Johnston; Kathleen Richardson, Des Moines; Suzan Stewart, Sioux City Jo Martin, Spirit Lake (via telephone) and Peggy Weitzl, Carroll. Others present included Larry Johnson, Deputy Legal Counsel to the Governor and Keith Luchtel, serving “of counsel” to the Board.

Votes Taken

- 1) On a motion by Gaughan seconded by Mohr, the agenda was approved.
- 2) On a motion by Stewart, seconded by Mohr, the minutes of the September 19 and October 12 meetings were approved.

Action Agreed Upon

- 1) The board set the third Thursday of every month at 2 p.m. as its regular monthly meeting date beginning with the November meeting on November 15 at 2 p.m. in the Robert D. Ray Conference room.

Other Items Discussed

- 1) The board invited and heard general comments from the public.
- 2) Presentation reports were made:
 - Iowa Association of Municipal Utilities (September 26)
 - Iowa Freedom of Information Council (October 12)
- 3) Future presentations were discussed:
 - Board of Regents and Regents’ Institutions (Monroe and Luchtel)
 - Iowa Newspaper Association (Martin, Monroe and Luchtel) **October 26**
 - Iowa Broadcasters Association (Richardson, Monroe and Luchtel) At IBA’s next board meeting
 - Iowa Association of Community College Trustees (**December 7** Mohr and Monroe)
 - City, school and county attorneys (McKean, Monroe, Johnson and Luchtel)
 - City: League to set up
 - School: **November 2**
 - County: ISAC to set up
 - Iowa Hospital Association (Stewart, Monroe and Luchtel) Set up in November
 - Metro Media Council **November 15**
 - Iowa Association of School Boards...Transparency Class and general session of school administrators **December 12**
 - Law enforcement organizations (Monroe to set up)
- 4) Committee assignments were discussed.
 - Ethics and Conflict of Interest Policies Committee will meet as part of administrative rules drafting process (Stewart, Johnson, Monroe and Luchtel)

---Executive Director Job Description Committee will meet once more data from other states has been collected (Mohr, Johnson and Monroe)

---January 2013 Legislative/Governor Report Committee to meet later in the year (Martin, McKean, Monroe and Richardson)

- 5) The board heard a report from Luchtel, Johnson and Deputy Attorney General Julie Pottorff on the work of the Rules and Procedures Committee and discussed Chapters 1-5 of the proposed rules. The board's revisions will be sent to all board members and to all people requesting information about the board's meetings and minutes.
- 6) Weitzl, Martin and Richardson volunteered to serve on a board website development committee.

On a motion by Gaughan, seconded by Mohr, the meeting was adjourned at 11:45 a.m.

Respectfully submitted

Bill Monroe

Board chairman

:

IOWA PUBLIC INFORMATION BOARD
January 17, 2013
MINUTES

The Board met at 2 p.m. in the Robert D. Ray Conference Room in the Governor's office at the Iowa Statehouse with the following members present: Robert Andeweg, Urbandale (via telephone); Anthony Gaughan, West Des Moines; Andrew McKean, Anamosa (via telephone); Gary Mohr, Bettendorf; Bill Monroe, Johnston; Kathleen Richardson, Des Moines; Suzan Stewart, Sioux City and Peggy Weitzl, Carroll. Also present was Larry Johnson, Deputy Legal Counsel to the Governor.

Votes Taken

- 1) On a motion by Mohr seconded by Stewart, the agenda was approved.
- 2) On a motion by Mohr, seconded by Gaughan, the minutes of the December 13 meeting were approved.
- 3) On a motion by Richardson, seconded by Stewart, the following board policy was adopted:

Relationships among board, staff and executive director:

The following board policy defines the relationships among board members, the executive director and the staff of the Iowa Public Information Board, subject to all pertinent state laws and personnel policies. The board, among other things, sets policy and hires an executive director to carry out the policies. The executive director, in turn, hires and oversees any staff members included in the board's budget. If any board member has any concerns about any staff member, he or she should tell the executive director. If any board member has any concerns about the executive director, he or she should tell the board president. If any staff member has any concerns about the operation of the board, he or she should address those concerns with the executive director.

- 4) On a motion by Stewart, seconded by Gaughan, the following board policy was adopted:

Prosecutorial duties of executive director, deputy director and Attorney

General's staff:

The following board policy defines the duties among the executive director, the deputy director and members of the staff of the Attorney General when it comes to prosecuting contested cases coming before the Iowa Public Information Board. Whenever possible, the executive director or the deputy director should prosecute any contested cases coming before the board. In any case where the executive director and the deputy director cannot serve as counsel to the board, the board should seek and rely upon the consultation and advice of the Attorney General's staff. The Attorney General's staff would defend the board in court if necessary.

Action Agreed Upon

- 1) The next meeting date is Thursday, February 21 at 2 p.m. in the Robert D. Ray Conference Room.

Other Items Discussed

- 1) The board invited general comments from the public. Items discussed included:

- a. A request that the board consider a policy of prohibiting board members and IPIB staff members from lobbying for or against any pending legislation regarding Chapters 21 and 22.
 - b. A suggestion that after July 1, when the board will become operational, the board take up the subject of records retention policies in state government.
- 2) Monroe reported that the Governor's 2014-15 budget includes a line item of \$490,000 for each of the next 2 years. The Budget Committee discuss details with the Department of Management. A presentation on behalf of the board will be made to the Administrative and Regulatory Appropriations Subcommittee at a time to be determined between Jan 24 and Feb 19.
- 3) The Website Committee reported that it met January 8 with Iowa Interactive to review the project charter, which was approved and signed. Committee members have also completed and submitted to Iowa Interactive a logo survey.
- 4) The Legislative/Governor Report Committee will be meeting in January to develop the report.
- 5) Stewart and Monroe reported on a presentation made December 14 to the Iowa Municipal Attorneys Association.
- 6) Future presentations were discussed including:
 - Board of Regents and Regents' Institutions (Monroe and Luchtel) TBD
 - Iowa Broadcasters Association (Richardson, Monroe and Luchtel) At IBA's April 20 convention
 - Iowa Hospital Association (Stewart, Monroe and Luchtel) TBD
 - Law enforcement organizations (Requests to police, sheriffs, Highway Patrol sent) ...Sheriff's Winter School, December 2013
- 7) Committee assignments were discussed.
 - Executive Director Search Committee (Mohr, Stewart and Monroe) to meet after application deadline...Monroe and Johnson were asked to work with the Department of Administrative Services to establish a timeline for advertising the position and a deadline for receiving applications.
 - Administrative Rules Committee (Luchtel, Andeweg, Johnson and Deputy Attorney General Julie Pottorff) to meet January 30

On a motion by Gaughan, seconded by Weitzel, the meeting was adjourned at 2:50 p.m.

Respectfully submitted
Bill Monroe
Board chairman